

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. *C12hd*

Page 1 of 3

Agency: Howard County Government

Division/Unit: DEPARTMENT OF PUBLIC WORKS
BUREAU OF UTILITIES
FUNCTIONAL WATER & SEWER

Item No.	Description	Retention
	<p>THIS SUPERSEDES SCHEDULE C-902</p> <p>"The issuance of a legal hold by the Office of Law overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the Office of Law. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so."</p>	

Schedule Approved by Department, Agency, or
Division Representative

Date: *3/21/14*

Signature: *[Signature]*

Typed Name: **James M. Irwin**

Title: **Director, Department of Public Works**

Schedule Approved by County Records
Management Representative

Date: *3/24/14*

Signature: *[Signature]*

Schedule Authorized by State Archivist

Date: *4-21-14*

Signature: *[Signature]*

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. C1248

Page 2 of 3

Agency: HOWARD COUNTY GOVERNMENT

Division/Unit: DEPARTMENT OF PUBLIC WORKS
BUREAU OF UTILITIES
FUNCTIONAL WATER AND SEWER

Item No.	Description	Retention
1	Historical Operations Data	Retain all documents permanently in the County's Records & Information system and forward copies to MSA every five (5) years.
2	Water and Sewer Master Plan - Draft documents, computations, routine, and major amendments from 1990.	<ul style="list-style-type: none"> - Retain draft documents until final versions are created, then destroy the draft versions. - Retain all other records permanently in County's Records & Information Management system and transfer to MSA every five (5) years.
3	Pre-Treatment Documents – Includes monitoring data	Retain all documents (except monitoring data) permanently in the County's Records & Information system and forward copies to MSA every five (5) years. Retain monitoring data for eighty (80) years in active file, and then destroy.
4	<u>Construction Management</u> <ul style="list-style-type: none"> a) Capital Project Facility/Documents Plans/Specs b) Developer Agreement Documents 	<ul style="list-style-type: none"> a) Retain permanently in County's Records & Information Management system and forward copies every five (5) years to MSA. b) Retain eighty (80) years, and then destroy.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1248

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Agency: HOWARD COUNTY GOVERNMENT

Division/Unit: DEPARTMENT OF PUBLIC WORKS
BUREAU OF UTILITIES
FUNCTIONAL WATER & SEWER

Item No.	Description	Retention
5	Plant Final Effluent Flow Meter	Retain for eighty (80) years, and then destroy.
6	<u>EPA Reports</u> <ul style="list-style-type: none">a) 503 Regulations<ul style="list-style-type: none">- Class A: Pasteurized- Class B: Lime Stabilizedb) National Pollutant Discharge Elimination Systems (NPDES) – Sludge Discharge Monitoring Report (DMR)	<ul style="list-style-type: none">a) Retain all documents for eighty (80) years and then destroy.b) Retain reports for ten (10) years in active file or until all audit requirements are completed and then destroy.

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>8</u></p>	
<p>1. Department/Agency Howard County Government / DPW</p>		<p>2. Division Department of Public Works</p>		<p>3. Unit Bureau of Utilities</p>	
<p>DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Historical Operations Data</p>			<p>5. Earliest Year/Latest Year <u>2006 to Present</u></p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Reports of Water Pumping Stations, Sewage Pumping Stations, Etc.</p>					
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify): <u>Electronic Records</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>4,000</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify): <u>Electronic Records</u></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p><u>NA</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>8250 Old Montgomery Road, Columbia, MD</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention</p> <p>Retain all documents permanently in the County's Records & Information system and forward copies to MSA every five (5) years.</p>			
<p>19. Name and Title of Preparer</p> <p>Stephanie Millar, Admin Support Tech</p>		<p>20. Telephone Number</p> <p>410-880-5807</p>		<p>21. Date</p> <p>March 14, 2014</p>	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>8</u>
1. Department/Agency Howard County Government / DPW	2. Division Department of Public Works	3. Unit Bureau of Utilities
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Water and Sewer Master Plan	5. Earliest Year/Latest Year 1999 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Draft documents, computations, routine, and major amendments from 1990.		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal-Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Electronic Records</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2,000</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify): <u>Books and Electronic Records</u>
10. Annual Accumulation <u>500</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify): <u>Electronic Records</u>		
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>NA</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 8250 Old Montgomery Road, Columbia, MD (Storage Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain draft documents until final versions are created, then destroy the draft versions. Retain all other records permanently in County's Records & Information Management system and transfer to MSA every five (5) years.	
19. Name and Title of Preparer Stephanie Millar, Admin Support Tech	20. Telephone Number 410-880-5807	21. Date March 14, 2014

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>8</u>
1. Department/Agency Howard County Government / DPW	2. Division Department of Public Works	3. Unit Bureau of Utilities
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Pre-Treatment Documents	5. Earliest Year/Latest Year 2008 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Includes monitoring data, quarterly reports, and general information.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Electronic Records</u>	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1,050</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic Records</u> 10. Annual Accumulation <u>30</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic Records</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>80</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) MDA quarterly (Data Retention) Monitoring Data	
13. Current Location(s) (Bldg., Floor, Room) 8900 Greenwood Place, Savage MD (Pretreatment Facility)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Department of Environment	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain all documents (except monitoring data) permanently in the County's Records & Information system and forward copies to MSA every five (5) years. Retain monitoring data for eighty (80) years in active file, and then destroy.	
19. Name and Title of Preparer Stephanie Millar, Admin Support Tech	20. Telephone Number 410-880-5807	21. Date March 14, 2014

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>8</u>
1. Department/Agency Howard County Government / DPW	2. Division Department of Public Works	3. Unit Bureau of Utilities
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Construction Management – (a) Capital Project Facility/Documents Plans/Specs, (b) Developer Agreement Documents	5. Earliest Year/Latest Year 2005 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Project files related & both Capital & Developer Water Sewer Constructions. Hard Copies of old files.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify): <u>Electronic Records</u>	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By Project</u>	9. Volume <u>7,500</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify): <u>Electronic Records</u> 10. Annual Accumulation <u>1,000</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify): <u>Electronic Records</u>
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>80</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) (Item B - Developer Agreements)	
13. Current Location(s) (Bldg., Floor, Room) 8250 Old Montgomery Rd., Columbia, MD (File Storage Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention a) Retain permanently in County's Records & Information Management system and forward copies every five (5) years to MSA. b) Retain eighty (80) years, and then destroy.	
19. Name and Title of Preparer Stephanie Millar, Admin Support Tech	20. Telephone Number 410-880-5807	21. Date March 14, 2014

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>5</u> OF <u>8</u></p>
<p>1. Department/Agency Howard County Government / DPW</p>	<p>2. Division Department of Public Works</p>	<p>3. Unit Bureau of Utilities</p>
<p>DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Plant Final Effluent Flow Meters</p>	<p>5. Earliest Year/Latest Year 2011 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Calibration of the plant effluent flow meters. The calibration and methods are to verify the meters are reading correctly.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><u>1</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Bound Book</u></p> <p>10. Annual Accumulation</p> <p><u>NA</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>80</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>8900 Greenwood Place, Savage MD, Pretreatment Facility - Supervisor's Office located in the Maintenance Building</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for eighty (80) years, and then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Stephanie Millar, Admin Support Tech</p>	<p>20. Telephone Number</p> <p>410-880-5807</p>	<p>21. Date</p> <p>March 14, 2014</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>6</u> OF <u>8</u></p>
<p>1. Department/Agency Howard County Government / DPW</p>	<p>2. Division Department of Public Works</p>	<p>3. Unit Bureau of Utilities</p>
<p>DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title EPA Reports – (a1) 503 Regulations / Class A: Pasteurized</p>	<p>5. Earliest Year/Latest Year 2008 to 2013</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Sludge Discharge Monitoring Report (DMR) forms that consist of annual sludge production and disposed. Submitted to EPA annually.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>2</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Folders</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>80</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 8900 Greenwood Place, Savage MD (Administration Building)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention a) Retain all documents for eighty (80) years and then destroy.</p>	
<p>19. Name and Title of Preparer Stephanie Millar, Admin Support Tech</p>	<p>20. Telephone Number 410-880-5807</p>	<p>21. Date March 14, 2014</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u>7</u> OF <u>8</u>
1. Department/Agency Howard County Government / DPW	2. Division Department of Public Works	3. Unit Bureau of Utilities
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title EPA Reports – (a2) 503 Regulations / Class B: Lime Stabilized	5. Earliest Year/Latest Year 1973 to 2013	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Sludge Discharge Monitoring Report (DMR) forms that consist of annual sludge production and disposed. Submitted to EPA annually.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>4</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folders</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>80</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 8900 Greenwood Place, Savage MD (Administration Building)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention a) Retain all documents for eighty (80) years and then destroy.	
19. Name and Title of Preparer Stephanie Millar, Admin Support Tech	20. Telephone Number 410-880-5807	21. Date March 14, 2014

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u>8</u> OF <u>8</u>
1. Department/Agency Howard County Government / DPW	2. Division Department of Public Works	3. Unit Bureau of Utilities
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title EPA Reports – (b) National Pollutant Discharge Elimination Systems (NPDES) – Sludge Discharge Monitoring Report (DMR)	5. Earliest Year/Latest Year <u>2005</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Sludge Discharge Monitoring Report (DMR) forms that consist of annual sludge production and disposed. Submitted to EPA annually.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 8900 Greenwood Place, Savage MD (Administration Building/ Main File Drawer)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland dept of Environment, EPA, Region 3	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention b) Retain reports for ten (10) years in active file or until all audit requirements are completed and then destroy.	
19. Name and Title of Preparer Stephanie Millar, Admin Support Tech	20. Telephone Number 410-880-5807	21. Date March 14, 2014